

**Management Fund &
Service and Supply Fund
Assessment Descriptions**

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MANAGEMENT FUND

CSR

Description:

The Center for Scientific Review (CSR) is the portal for NIH grant applications and their review for scientific merit. They organize the peer review groups or study sections that evaluate the majority (70%) of the research grant applications sent to NIH. They also receive all grant applications for NIH, as well as for some other components of the U.S. Department of Health and Human Services (DHHS). Since 1946, the mission has remained clear and timely: to see that NIH grant applications receive fair, independent, expert, and timely reviews -- free from inappropriate influences -- so NIH can fund the most promising research.

For more information go to: www.csr.nih.gov

SREA

Description:

The Center for Scientific Review and its NIH Scientific Review and Evaluation Activities (SREA) program is responsible for managing and evaluating costs associated with NIH peer review. The NIH SREA Management and Service Center coordinates the following:

- Processing of payment reimbursement reviewer for travel, hotel lodging, meals, incidentals and other approved costs beyond the allowed per diems;
- Approvals of hotel contracts and meeting arrangements to assure compliance with acquisition regulations;
- Processing of meeting invoices to NIH SREA contract providers;
- Customer service in problem resolution and responding to daily email inquiries;
- Management of Blanket Purchase Agreements for NIH Hotel Services;
- Processing meeting rosters to assure timely payments; and
- Cost analysis of NIH SREA expenditures and comparison of trends.

For more information go to: <http://cms.csr.nih.gov/PeerReviewMeetings/SREAProgram>

CIT

Description:

The Center for Information Technology (CIT) provides, coordinates, and manages information technology to advance computational science. CIT supports NIH's research and management programs with efficient, cost-effective information systems, networking services, and telecommunications services.

Among its activities, the CIT:

- engages in collaborative research and provides collaborative support to NIH investigators in the area of computational bioscience;
- provides state-of-the-art scientific and administrative computing facilities;
- identifies new computing technologies with innovative applications to biomedical research;
- provides NIH staff with computing information, expertise, and training;

- develops, administers, and manages NIH systems and provides consulting services to NIH Institutes and Centers (ICs), in support of administrative and business applications.

For more information go to: <http://www.cit.nih.gov/>

CC

Description:

The Clinical Center (CC) at NIH is the nation's largest hospital devoted entirely to clinical research. It is a national resource that makes it possible to rapidly translate scientific observations and laboratory discoveries into new approaches for diagnosing, treating, and preventing disease. Approximately 1,500 studies are in progress at the NIH Clinical Center. Most are Phase I and Phase II clinical trials.

More than 350,000 patients, from all 50 states and throughout the world, have participated in clinical research at the Clinical Center since it opened in 1953.

The Clinical Center's mission is to provide a versatile clinical research environment enabling the NIH mission to improve human health by:

- Investigating the pathogenesis and natural history of disease
- Developing state-of-the-art diagnostic, preventive, and therapeutic interventions
- Training the next generation of clinical researchers
- Ensuring that clinical research is safe, efficient, and ethical

For more information go to: <http://clinicalcenter.nih.gov>

Research Blood Products

Description:

The Department of Transfusion Medicine provides authorized NIH intramural researchers with freshly prepared blood components for in vitro laboratory research use. These human cellular and plasma components include:

- red blood cells, plasma, and buffy coats from whole blood,
- unmanipulated granulocytes, lymphocytes, monocytes, and platelets collected by automated apheresis, and
- elutriated lymphocytes and monocytes, hematopoietic progenitor cells, and other specialized components prepared in our cell processing laboratory.

For more information go to: <http://www.cc.nih.gov/blooddonor>

PET

Description:

Positron Emission Tomography (PET) is a specialized imaging technique using short-lived radio-labeled substances and dedicated scanners to produce images of the body's function. PET scanning provides information about the body's biochemistry or physiology not available through other procedures. Unlike computerized tomography (CT) or magnetic resonance imaging (MRI), which are techniques that show anatomy or body form, PET shows body function.

The Positron Emission Tomography Department of the Clinical Center provides PET services in support of clinical research. The PET Department is a core facility for the NIH intramural research program. It includes a dedicated team of physicians, scientists, cyclotron engineers, radiochemists, radiopharmacists, and nuclear medicine technologists staffing the Department. A wide variety of radiopharmaceuticals are available to study tissue

metabolism, blood flow and volume, and various neurotransmitter systems. Patients from several NIH Institutes receive PET scans in the Department through a large number of clinical research protocols. The Department also ships cyclotron-produced radionuclides and radiopharmaceuticals to IC investigators and performs PET imaging in large animals.

For more information go to: <http://clinicalcenter.nih.gov/pet>

OD

Description:

The NIH Office of the Director (OD) is responsible for setting policy for NIH and for planning, managing, and coordinating the programs and activities of all the NIH components, providing overall leadership to NIH activities in both scientific and administrative matters. Program offices in the Office of the Director are responsible for stimulating specific areas of research throughout NIH and for planning and supporting research and related activities.

The OD Management Fund supports the:

- Office of General Counsel
- Center for Cooperative Resolution
- Office of Extramural Research, Division of Information Systems and DEAS
- NIH Ethics Office
- Office of Equal Opportunity and Diversity Management
- Office of Portfolio Analysis and Strategic Initiatives
- Biomedical Research Development Price Index
- Advisory Committee to the Director

For more information go to: <http://www.nih.gov/icd/od/index.htm>

DEAS

Description:

Extramural support services at NIH were restructured into a Most Efficient Organization (MEO), called the Division of Extramural Activities Support (DEAS). DEAS began operations on October 4, 2004.

The Division of Extramural Activities Support (DEAS):

- Plans, directs, coordinates, and conducts the support for the functions of grants management, peer review, and scientific program management at NIH
- implements all work requirements as outlined in the Extramural Activities Support Performance Work Statement
- analyzes workload data and identifies areas for improving efficiency, gaining effectiveness, and using economies of scale associated with consolidating similar activities in a common area; and (4) introduces standardized best practices and re-engineering business processes so as to increase workforce productivity.

For more information go to:

http://grants.nih.gov/grants/orgcharts/detail/org_detail_oao_deas.htm

ORS

Description:

The Office of Research Services (ORS) plans and directs service programs for public safety and security operations, scientific and regulatory support programs, and a wide variety of other program and employee services. The ORS advises the NIH Deputy Director for

Management and other NIH senior staff on the management and delivery of technical and administrative services in support of the NIH research mission.

The ORS Management Fund provides the following services:

- Police Services
- Security and Access Control Services
- Fire and Emergency Services
- Main & Courier Services
- Food Services
- Child Care Services
- Emergency Preparedness

For more information go to: <http://www.ors.od.nih.gov/index.htm>

ORF

Description:

The NIH Office of Research Facilities, Development and Operations (ORF) supports the NIH mission by providing, maintaining, and operating safe, healthy, and attractive facilities. ORF operates as a "Central Service" and reports directly to the Office of Management in the Office of the Director. ORF also manages the NIH Building and Facilities Appropriation, which is used to pay the cost of design, development, construction, repair, and improvement of capital facilities and related infrastructure.

The ORF Management Fund provides the following services:

- Environmental Protection services
- Facilities Policy and Planning Services
- Manages Property Systems

For more information go to: <http://orf.od.nih.gov/>

SERVICE AND SUPPLY FUND

OD

Description:

The NIH Office of the Director (OD) is responsible for setting policy for NIH and for planning, managing, and coordinating the programs and activities of all the NIH components, providing overall leadership to NIH activities in both scientific and administrative matters. Program offices in the Office of the Director are responsible for stimulating specific areas of research throughout NIH and for planning and supporting research and related activities.

The OD Service and Supply Fund supports the:

- Office of Intramural Research, Office of Technology Transfer (OTT)
- Office of Intramural Training & Education (OITE), formerly known as Graduate Program
- Office of Extramural Research, National Research Service Awards (NRSA)
- Office of Financial Management
- Office of Human Resources
- Office of Acquisitions and Logistics Management
- Office of Management Assessment
- OGC Trademark Services
- Office of the Chief Information Officer

For more information go to: <http://www.nih.gov/icd/od/index.htm>

OTT

Description:

The NIH Office of Technology Transfer (OTT) evaluates, protects, markets, licenses, monitors, and manages the wide range of NIH and FDA discoveries, inventions, and other intellectual property as mandated by the Federal Technology Transfer Act and related legislation.

To accomplish its mission, OTT oversees patent prosecution and negotiates and monitors licensing agreements. OTT performs similar functions for patenting and licensing activities for the Food and Drug Administration (FDA), another component of the Department of Health and Human Services (HHS).

Other major functions within OTT include the development of technology transfer policies for NIH and with the other two major research components of HHS (FDA and the Centers for Disease Control and Prevention [CDC]) and the implementation of decisions by the Technology Transfer Policy Board.

For more information go to: http://ott.od.nih.gov/about_nih/about.aspx

OITE

Description:

The Office of Intramural Training & Education (OITE) is responsible for ensuring that the biomedical research experiences of trainees in the NIH Intramural Research Program (IRP) are as rewarding as possible. The NIH IRP offers programs for high school and college students, recent college graduates, graduate students, professional students, and postdoctoral and clinical fellows. OITE staff members recruit trainees to the various IRP programs, both in person, by attending professional conferences and other events, and via

the OITE website, which facilitates communication between potential trainees around the world and the NIH IRP.

OITE programs complement the training activities of the NIH Institutes and Centers (ICs). OITE collaborates with the Medical Education Program to support clinical trainees and works closely with the Fellows Committee to plan activities for postdoctoral, research, and clinical fellows and with the Postbaccalaureate IRTA Committee to develop programs for trainees who are recent college graduates.

For more information go to: <http://www.training.nih.gov/aboutoite.asp>

NRSA Payback

Description:

The National Research Service Awards (NRSA) legislation requires Postdoctoral recipients of support to “pay back” the U.S. Government by engaging in health-related biomedical or behavioral research. This includes direct administration or review of health-related research, health-related teaching, or any combination of these activities. Postdoctoral trainees and fellows are required to begin engaging in acceptable payback activities within two years of their termination. Postdoctoral trainees and fellows who cannot engage in payback service can request to pay back their debt financially. Extensions of time to initiate payback service, as well as payback deferrals and waivers, are granted under certain situations and circumstances.

The OD, Office of Extramural Research’s Loan Repayment Program handles all aspects of the NRSA Payback.

For more information go to: <http://grants1.nih.gov/training/payback.htm>

OFM

Description:

The Office of Financial Management (OFM) advises the NIH Director and staff and provides leadership and direction for NIH financial management activities; develops policies and instructions for budget preparation and presentation and administers allocation of funds and manages a system of fund and budgetary controls.

OFM provides the following services:

- CFO Activities services
- Centralized Budget and Accounting services
- General Ledger services
- Commercial Accounting services
- Government Accounts services
- Travel Management Policy services

For more information go to: <http://ofm.od.nih.gov/>

OHR

Description:

The NIH Office of Human Resources (OHR) advises the NIH Director and staff, Institute/Center management and staff on strategic and tactical human resource (HR) management needs; directs HR management services; provides NIH leadership, strategic and operational planning for Human Capital program development, salary administration, corporate recruitment, employee and management development, and other functions; conducts studies and makes recommendations to senior NIH management for new or

redirected HR efforts, programs, and policies, as appropriate; supports the HR systems and HR business needs of the NIH; and provides operational support to meet the NIH management and employee needs for Human resource services.

For more information go to: <http://hr.od.nih.gov/>

OALM

Description:

The NIH Office of Acquisitions and Logistics Management (OALM), formerly OLAO, provides centralized personal property, logistics and acquisition services from blackberries to reverse auctions, to renting a vehicle from Enterprise Car Rental, or learning more about NIH's Purchase Card Program.

The OALM, Office of Acquisitions and Logistics Management (OLM) provides centralized:

- Acquiring, disposal, managing and a planning of Property

The OALM, Office of Procurement Management (OPM) provides centralized:

- Acquisition or Procurement services
- Acquisition Policy, Guidance, Planning, Support and Training Services
- Purchase Card Program
- Multiple Vehicle Contracts to include Blanket Purchase Agreements (BPAs), Government-wide Acquisition Contracts (GWACs) and Indefinite Delivery Orders

For more information go to: <http://olao.od.nih.gov>

A-76

Description:

President Bush identified 5 Government-wide Initiatives in his 2002 Management Agenda (<http://www.ma.mbe.doe.gov/a-76/PresMgmtInit.pdf>). One of the initiatives is Competitive Sourcing. NIH is committed to fulfilling the President's Management Agenda Competitive Sourcing Initiative, (referred to as A-76) intended "to achieve efficient and effective competition between public and private sources. The purpose is to create cost savings for NIH. A-76 mandates that the government obtain commercially available goods and services from the private sector when it makes economic sense to do so. Government policy dating back to 1955 establishes that the Government will only provide what its citizens (i.e. the private sector) cannot.

The OD, Office of Management Assessment handles all aspects of A-76 at NIH.

For more information go to: <http://a-76.nih.gov/Intro.htm>

NIH Trademark

Description:

NIH Trademark services are provided by the NIH OD/Office of General Council (OGC). A trademark includes any word, name, symbol, or device, or any combination, used, or intended to be used, in commerce to identify and distinguish the goods of one manufacturer or seller from goods manufactured or sold by others, and to indicate the source of the goods. In short, a trademark is a brand name.

The NIH Trademark Office provides trademark legal advice, reviews and approves applications and other transactions before the Trademark Office for all operational divisions of HHS. In addition, files trademark applications at the U.S. Trademark Office, responds to Office Actions, submitting periodically required declarations regarding commercial use of the

mark, filing and prosecuting oppositions (in which the applicant opposes the registration of an infringing mark), performs trademark searches and docketing critical filing dates.

OCIO

Description:

The NIH Office of the Chief Information Officer (OCIO) formally joined the Office of the NIH Director in January of 2008, moving from the NIH Center for Information Technology (CIT). The NIH CIO advises the NIH Director on strategic directions and management of significant NIH Management and Information Technology (M&IT) programs and policy.

The goals of the OCIO are to:

- Enable creation and sharing of scientific and business knowledge
- Enhance business adaptability by ensuring that NIH information and information technology (I&IT) projects are well managed to respond rapidly to business and research needs
- Ensure a robust, secure NIH infrastructure at or above industry standards at least cost
- Manage integration of external imperatives with NIH needs
- Lead NIH I&IT across the Institutes and Centers
- Develop an I&IT capable workforce

The OCIO is currently structured with four program areas:

- Information Technology Acquisition Services Office (ITASO)
- Information Security and Awareness Office (ISAO)
- Information Technology Policy and Review Office (ITPRO)
- Information Technology Architecture Office (ITAO)

OCIO program activities include:

- IT Security Awareness and Training
- IT Policy Development and Review
- Capital Planning and Investment and Control
- Enterprise Architecture
- IT Budget,
- IT Acquisition Planning
- IT Governance
- Project Management Center of Excellence

For more information go to: <http://ocio.od.nih.gov/>

Telecommunications

Description:

Telephone Products and Services are provided by the Center for Information Technology (CIT), Division of Network Systems and Telecommunications/ CIT Telecommunications Branch. They provide NIH with Project Management expertise for large scale telephone installations and/or large telephone move projects. Qualified CIT Project Telecommunications Specialists' are dedicated to the Project Management process to ensure customer requirements are delivered in an efficient transition within the NIH community. They provide procedures, guidelines, models and time frames for requesting and receiving telecommunications services. Telephone services include Solution Support, Installation, repair and billing support.

For more information go to:

<http://cit.nih.gov/ProductsAndServices/Telecommunications/TeleServices/>

IT Development

Description:

IT Development funds the Development, Modernization, and Enhancement projects for the centrally funded Enterprise Systems. This includes development of new software as well as enhancements to existing systems. The following lists the 2010 development efforts by system that were prioritized and approved by NIH IT governance.

For details of each listed system, see the descriptions under “IT Ongoing (O&M)”

BTRIS

Complete development and deployment of BTRIS 2.0
Project 1: Add PACS Images

eRA

Project 1: Peer Review Reengineering
Project 2: Federal Financial Report (FFR)
Project 3: Receipt & Referral Reengineering
Project 4: Type 7's - Electronic Intake
Project 6: Type 3's - Electronic Intake
Project 7: Alternatives to IAR CD Use
Project 8: Pop Tracking Reengineering

HR Systems

NIHITS/LMS Integration (complete integration with LMS)

NBIS

eVIP Business Intelligence
Continued system development for existing services

NBS

GovTrip (complete implementation from FY09)
Project 1: IRS Section Development
Project 2: Oracle 12i Development (start of multi-year project)

NED

Project 1: Support Local Printing of all HHS and NIH Badges
Project 2: Enhance Support for NIH Account Provisioning and Remote Access Authorization
Project 3: Evaluate Business Continuity Plan and Security Infrastructure

RCDC

Category & User Optimization

NEES

Continued NEES system development

SERCH/DDRMS

DDRMS development (complete development of replacement system started in FY09)

IT Ongoing (O&M)

Description:

Once IT systems have been developed (or purchased) and deployed, they have ongoing Operations and Maintenance (O&M) costs.

BTRIS

The Biomedical Translational Research Information System (BTRIS) is a resource available to the NIH intramural community that brings together clinical research data from the Clinical Center and other NIH Institutes and Centers. BTRIS provides clinical investigators with access to identifiable data for the subjects on their own active protocols, while providing all NIH investigators with access to de-identified data across all protocols. BTRIS provides users with advanced search, filtering, and aggregation methods to create data sets to support ongoing studies and stimulate ideas for new research. BTRIS Version 1.0 contains subject data from CRIS/MIS, NIAID (Crimson) and NIAAA. Future versions of BTRIS will contain additional historical and clinical data back to 1976, images, and subject data from other IC Systems such as NCI.

A current development project proposes to create a link to images within the NIH Clinical Center PACS system. The PACS system currently contains ~50 TB of images. Using a DICOM viewer, A BTRIS user will be able to query the system for images based on specific search terms. The query will return all clinical and research data, the text of the imaging report as well as a URL link to the actual image.

For more information go to: <http://btris.nih.gov/>

eRA

The eRA systems provide information technology solutions and support for the full life cycle of grants administration functions for the NIH as well as the Agency for Healthcare Research and Quality (AHRQ), Centers for Disease Control and Prevention (CDC), Food and Drug Administration (FDA), the Substance Abuse and Mental Health Services Administration (SAMSHA), and the Veterans Health Administration (VHA). eRA systems manage the receipt, processing, review, award and monitoring of research and non-research grants awarded by NIH and other grantor agencies.

For more information go to: <http://era.nih.gov/>

HR Systems

The NIH Human Resources (HR) systems are used by HR professionals and IC admin staff to support HR staffing needs and HR benefits and training needs. Processing of personnel actions, including classification and hiring, and the administering of benefits are functions supported by HR systems. NIH maintains databases and interfaces that work with HHS IT systems to perform recruiting, manage training needs such as registration for classes, assessing competencies, and reviewing training history. Employees can also use HR systems to request and approve leave, review the value of his/her benefits package, his/her awards and pay, health and life insurance information, annual and sick leave, calculate expected retirement pension, and more via NIH HR systems.

For more information go to: <http://hr.od.nih.gov/hrsystems/default.htm>

NBS

The NIH Business System (NBS) project replaces the NIH administrative and financial core operations systems, including the general ledger, AP/AR, budget, procurement, supply, travel, and property systems using off-the-shelf software products and combines administrative processes and financial systems under one roof. The NBS is one component of the department-wide DHHS' UFMS and supports E-gov objectives by establishing a web-based COTS E-Gov business system that automates internal processes to improve the federal government's use of IT and to standardize the sharing of financial data between and among government agencies as well as deploying eTravel.

NIDB

The NIH Intramural Database (NIDB) is an enterprise-wide web-based application which is used to collect data relating to the NIH's Intramural Research Program (IRP). This includes, but is not limited to, Annual Reports for IRP research projects, the NIH bibliography, and NIH Scientific Directory. The NIDB was originally designed (starting in 1997) to provide oversight and evaluation of the NIH's IRP by the Office of Intramural Research (OIR) as well as the ability to provide data as potentially required by Congress as well as other government agencies. The NIDB has evolved so that it is the sole system used to provide Intramural data to offices providing required information to Congress, especially relating to the new requirements resulting from the NIH Re-authorization bill. These systems include RCDC (Research, Condition, and Disease Categorization), the Trans-NIH Initiatives projects, and IMPAC II. Additionally, NIDB provides data to Pubmed Central to assist in ensuring that the NIH Intramural Program staff meet Public Access reporting requirements. NIDB also provides tools to ICs to monitor Public Access compliance. The NIDB provides information on all NIH Intramural research to the public since it is available to everyone. This includes both bibliographies by research year and project bibliographies, all linked to Pubmed and Pubmed Central where applicable.

For more information go to: <http://intramural.nih.gov/index.tml>

NEES

The NIH Enterprise Ethics System (NEES) is a secure web-based workflow management and information technology system in support of the NIH Ethics Program that assists NIH staff with meeting the required statutes and regulations governing the ethical behavior of Executive Branch employees of the Federal Government.

The objective of NEES is the comprehensive automation of the NIH Ethics Program that takes into account various business policies and processes at NIH, through the utilization of numerous related applications and data stores. Specifically, NEES provides the means to:

- Electronically submit ethics-related reports and requests along with supporting documentation
- Electronically review and approve ethics-related reports and requests, along with supporting documentation
- Electronically track and report on ethics-related reports and requests, submissions, reviews, and approvals as well as other related activities associated with the Ethics Program at NIH

Current development efforts are underway for the release of the reporting module for recording Awards, Honorary Degrees, and Exceptions to WAG Rules by NIH employees

SERCH/DDRMS

The Director's Document and Records Management System (DDRMS) is a web-based application that the NIH Executive Secretariat (ES) will use to electronically route controlled correspondence to all ICs and OD Offices, the ICs and OD Offices will use to approve or clear response documents and send or return them electronically to ES, and that ES will use to manage the official records, both electronic and paper form, of the NIH Director and Deputy Director. The target for launching the DDRMS for NIH-wide use is March 2010; when it is launched, it will replace the current System for Enterprise Records and Correspondence Handling (SERCH).

The system:

- Provides the access, workflow, tracking, retrieval, reporting and management of the correspondence and records of the NIH Director and Deputy Director
- Complies with the National Archives electronic records system requirements
- Enables digital and electronic signatures and clearances
- Provides a scalable infrastructure for the NIH Enterprise Document and Records Management System (EDRMS)

For more information go to: <http://execsec.od.nih.gov/ddrms/about.html>

RCDC

The Research Condition and Disease Classification (RCDC) project is a cross-institute effort to create a knowledge management infrastructure that automates and standardizes the classification of grant applications into specific disease categories. The goal of this project is to provide better accounting to Congress and the public on the amount of money NIH spends on each disease. The RCDC software classifies each document by a technique known as fingerprinting, which extracts from the text a set of concepts using a domain-specific taxonomy. By comparing a grant's fingerprint to all the disease fingerprints, the most appropriate disease code for the document can be identified.

For more information go to:

<http://cit.nih.gov/Science/CollaborativeResearch/CMAP/KMDC.htm>

NED

The NIH Enterprise Directory (NED) is an enterprise directory containing information about the people who are working at NIH or using NIH facilities or resources. NED provides a central repository of contact and organization information and makes this information available to people and NIH systems. NED is also used for authorizing NIH services such as ID badges, NIH Library privileges, and computer accounts. NED contains information that identifies a particular individual, such as a person's name, NIH ID number, date of birth, place of birth, SSN, and ID photo as well as information to locate or contact a person at work or home, such as their email address, postal and delivery addresses, telephone numbers, organizational affiliation, and classification (employee, contractor, guest, etc.).

For more information go to: <http://nedinfo.nih.gov/>

Related NIH IT Costs

IV&V

Independent Verification and Validation (IV&V) provides an independent entity to evaluate the system development processes used by the major NIH enterprise systems (eRA, NBIS, BTRIS, RCDC). Review and evaluation by an independent entity ensures that they are

being developed as per the documented requirements of the customer and that the systems are developed using sound software engineering practices.

Project Management Training

In accordance with directives from the Office of Federal Procurement Policy, certain program and project managers must achieve certification based on training and experience in order to continue performing program and/or project management duties. Initially, this certification is only required for IT and Construction program and project managers. Funding has been set aside to provide training and certification support for the project and program managers of the centrally funded enterprise systems.

CIT Assessments

NBIS Ongoing (O&M)

Description:

The NIH Business Intelligence System (NBIS) is a collaborative, enterprise-wide, business intelligence reporting system supporting the dynamic and diversified management needs of the NIH Institutes, Centers and the Office of the Director. It consolidates the legacy NIH Data Warehouse (DW) and numerous smaller systems, replaces the ADB (NIH Administrative Data Base) in support of financial and administrative business and administrative processes, such as purchasing, receiving and paying for goods and services, tracking service and supply fund activities; and paying NIH Fellows, and offers technological updates designed to improve the reporting capabilities of NIH business systems. This consolidation integrates the query and reporting capabilities of NIH business systems into one, stand-alone, cohesive investment. The NBIS provides a major upgrade to the capabilities of the legacy DW.

The NIH Business System (NBS) is the source system for the current phase of development of the NIH Business Intelligence System (NBIS). As each new NBS source system is released, the corresponding NBIS reporting business area is deployed. The NBIS development is scheduled through 2012 and beyond.

For more information go to:

<http://www.hhs.gov/ocio/capitalplanning/exhibit300/FY10Exhibit300/nihbusinessintelligencesystem.html>

Network

Description:

The NIHnet core services include the NIH backbone network that interconnects local area networks (LANs) and the NIH Data Center with the Internet, Internet2, HHS operating divisions, and other government agencies. It manages access between the ICs and between NIH and the outside world. Information carried by NIHnet includes biomedical, clinical, and administrative data. NIHnet is a wide area network (WAN) comprised of a physical infrastructure of cable, optical fiber, routers and switches; network management control systems, servers, and workstations. This infrastructure supports the NIHnet operation; wireless access points; and security control systems, which include firewalls, intrusion detection systems (IDS), content filtering systems, and virus detectors.

The highly-available network infrastructure for NIH and interconnects the LANs of the 27 ICs with each other, with the commodity Internet, Internet2, HHS Operating Divisions, (OPDIVS) and other government agencies. NIHnet connects ICs and LANs collocated on the NIH campus (9000 Rockville Pike, Bethesda, Maryland), numerous off-campus sites located in or close to the National Capital Region and field locations across the U.S. The data and information carried by NIHnet varies widely and includes biomedical, clinical, financial, and administrative data.

For more information go to: <http://www.cit.nih.gov/ProductsAndServices/Networking/>

Common Services

Description:

This assessment covers the development and maintenance of the following CIT Common Services:

- **Active Directory:** The Active Directory is Microsoft's brandname for the security database in use here at NIH (and many other companies and agencies). This protects access to: Desktop PCs, Email, NIH Portal, ITAS, NBS, Wireless VPN, Remote Access VPN, and other applications. *For more information go to:* <http://cit.nih.gov/ProductsAndServices/Administrative/ActiveDirectory/>
- **Email:** Secure and dynamic email services are provided to the NIH community to include various information support services. *For more information go to:* [http://cit.nih.gov/ProductsAndServices/ServiceCatalog/Services.htm?Service=Central+Email+Service+\(CES\)](http://cit.nih.gov/ProductsAndServices/ServiceCatalog/Services.htm?Service=Central+Email+Service+(CES))
- **ListServ:** ListServ is a tool by which all NIH stakeholders may receive news, updates, and important announcements about the NIH Enterprise Architecture and its supporting programs. *For more information go to:* <https://list.nih.gov/>
- **NIH Login:** The NIH Login is a secure authentication login service that allows seamless access to enterprise and IC-specific applications at NIH. *For more information go to:* <http://ithelpdesk.nih.gov/index.asp?Section=FAQS&Cat=14>
- **NIH Portal:** The NIH Portal is a Web-based application that provides a single point of access to the data, documents, processes, and services available at NIH. CIT has developed the NIH Portal to enable NIH institutes, centers, and offices easily access to the vast amount of NIH data and documents in many systems. *For more information go to:* <http://cit.nih.gov/NR/exeres/F3A4FE9C-7586-43E7-9CF4-6BB61D330931.frameless.htm>
- **NIH Homepage:** The NIH Home page is the official website of the National Institutes of Health (NIH). *For more information go to:* <http://www.nih.gov/>
- **Integration Services Center:** The Integration Service Center (ISC) supports an array of infrastructure web services that provide interfaces to NIH enterprise system data. The ISC supports services that can be reused across applications NIH-wide. This reusability will decrease application development time and costs. It also ensures that all applications return consistent views of enterprise data and use consistent business processes. *For more information go to:* [http://cit.nih.gov/ProductsAndServices/ServiceCatalog/Services.htm?Service=Integration+Service+Center+\(ISC\)](http://cit.nih.gov/ProductsAndServices/ServiceCatalog/Services.htm?Service=Integration+Service+Center+(ISC))

Help Desk

Description:

The NIH Help Desk provides technical support to the NIH community via the World Wide Web, phone and email. The Help Desk receives over a thousand requests for service every business day, and where issues cannot be resolved in-house, they are assigned to support staff in each of NIH's Institutes and Centers. Support cases are assigned and resolved using NIH's central ticketing system, supported by the Support Technologies Group who also provide the help desk's phone switch, the CIT Knowledge Base and the CIT customer support web presence.

For more information go to: <http://ithelpdesk.nih.gov/>

DHHS

Description:

The Department of Health and Human Services (DHHS) is the principal agency for protecting the health of all Americans. It is comprised of the Office of the Secretary and 11 Operating Divisions (OPDIVs). As one of the OPDIVs, NIH is assessed to provide funding for numerous departmental initiatives.

For more information go to: <http://www.hhs.gov/about/>

DHHS Assessments

Description:

This assessment is a consolidation of NIH's share of over 30 different DHHS taps for various service activities/initiatives. It includes the following initiatives:

Bilateral & Multi-lateral International Health Activities
 Regional Health Administrators
 Blood Safety advisory Committee
 Chronic Fatigue Syndrome advisory Committee
 OGC Ethics Division
 IT Access for Disabled persons/508 Compliance
 Federal Audit Clearinghouse
 Funding Support for the Nat'l Info. & Technology R&D office (NITRD/NCO)
 Funding Support for the National Nanotechnology Coordinating Office
 Smoking Cessation Program
 Commission Corps/Service members Group Life Insurance program (SGLI)
 Media Monitoring & Analysis Services
 Funding for the Federal Laboratory Consortium
 OPM Federal Employment Information System
 Nat'l Telecomm & Info Admin (NTIA) Spectrum Mgmt/Radio Spectrum
 CFO, CIO, Procurement Council Programs (Gov't-Wide Activities)
 Flexible Spending/Health Savings Account
 Board of Corrections
 Freedom of Information Act
 Child Center Development Ctr. Liaison
 HHS NET /Info Tech Service Center
 Commissioned Corps Force Management (CCFM)
 Web Communications
 OGC Claims
 HSPD-12
 Acquisition Integration Management
 Small Business Center /Consolidation
 Departmental Contracts Information System
 Tracking Acct in Government Grants
 High Performance Org/Competitive Sourcing Mgmt.

DHHS EIT

Description:

This Department tap is in support of the Enterprise Information Technology (EIT) initiative, formerly EIM. Funds collected for this tap will be used by the Department, with approval and concurrence of the CIO Council and/or the Information Technology Investment Review Board (ITIRB), for Enterprise Information Technology programs/projects outlined in the Enterprise Information Technology Strategic Plan or which benefit the corporate enterprise, such as enterprise buys/licenses, implementing capital planning, investment control, IT Security and Innovation Fund. Development is collaborative in nature and achieves HHS enterprise-wide goals that produce common technology, promote common standards, and enable data and system interoperability. The HHS Department initiatives also position the Department to have a consolidated approach, ready to join in the President's Management Agenda (PMA) initiatives. The Assistant Secretary for Resources and Technology (ASRT) is responsible for carrying out activities authorized under the Clinger-Cohen Act (CCA). Costs/billing methodologies for this activity are based on: PDIV shares are calculated based on IT infrastructure expenditures as reported in Parts 2 and 3 of the [Exhibit 53](#). The most current version of the Exhibit 53 is used at the time that the calculations are performed.

DHHS BIOETHICS

Description:

This Department tap is in support of the President's Council on Bioethics. The President's Council for Bioethics, formerly National Bioethics Advisory Commission (NBAC), was established to monitor stem cell research, recommend appropriate guidelines and regulations, and consider all of the medical and ethical ramifications of biomedical innovation. The Council is also studying the human and moral ramifications of developments in biomedical and behavioral science and technology; as well as embryo and stem cell research, assisted reproduction, cloning, genetic screening, gene therapy, euthanasia, psychoactive drugs, and brain implants.

For more information go to: <http://www.bioethics.gov/>

DHHS AUDIT

Description:

This DHHS tap is to fund an Inter-agency agreement with DHHS to provide a mandatory annual audit of the DHHS, including the NIH, to be contracted and monitored by the HHS Office of Inspector General (OIG)

NSABB

Description:

This Department tap is for a joint funding agreement in support of the NSABB (National Science Advisory Board). The NIH was assigned with managing the NSABB which was established on March 4, 2004. The joint funding agreement is between NIH, the Centers for Disease Control (CDC), Food and Drug Administration (FDA), and the Office of the Secretary, for Preparedness and Response.

The NSABB is chartered to have up to 25 voting members with a broad range of expertise in molecular biology, microbiology, infectious diseases, biosafety, public health, veterinary medicine, plant health, national security, biodefense, law enforcement, scientific publishing, and related field. The NSABB also includes nonvoting ex officio members from 15 federal agencies and departments.

The NSABB is charged specifically with guiding the development of:

- A system of institutional and federal research review that allows for fulfillment of important research objectives while addressing national security concerns;
- Guidelines for the identification and conduct of research that may require special attention and security surveillance;

- Professional codes of conduct for scientists and laboratory workers that can be adopted by professional organizations and institutions engaged in life science research; and
- Materials and resources to educate the research community about effective biosecurity.
- Strategies for fostering international collaboration for the effective oversight of dual use biological research.

For more information go to: http://oba.od.nih.gov/biosecurity/about_nsabb.html

PSC

Description:

The DHHS, Program Support Center (PSC) has a long tradition of providing support services to all components of the U.S. Department of Health and Human Services (HHS) and other Federal Government Agencies worldwide. Their over 60 service and product offerings include: administrative operations, financial management, occupational health, human resources, and strategic acquisitions.

For more information go to: <http://www.psc.gov/>

Program Support Center/Parklawn Service Center

Description:

This tap is a consolidation of NIH's share of various support services provided by the PSC, Parklawn Service Center as listed below:

EEO Investigations
Cost Allocation
Payroll Accounting Services
Mail Operations
Strategic Sourcing
Acquisition Mgmt/ Negotiated Contracts
Clinical Services
E-Travel/COE
EAP Services
Environmental Health Services
UFMS O&M & upgrade
HHS University overhead costs
HR Cost Ctr. (HR Related Software Maintenance Costs, Rockville)
Audit Resolution

For more information go to: <http://www.psc.gov/directory/index.html#id33323>

Payment Mgmt. System

Description:

The PSC, Payment Management System (PMS) has been selected by the Chief Financial Officers Council - by authority of OMB - as one of the two non-DOD grants payment systems for use by the entire Federal Government.

PMS leverages efficient business processes, state-of-the-art information technology, E-Government initiatives, and business expertise to build a critical link in the operation of

Federal Financial assistance programs. PMS is a full service centralized grants payment and cash management system. The system is fully automated to receive payment requests, edit them for accuracy and content, transmit the payment to either the Federal Reserve Bank or the U.S. Treasury for deposit into the grantee's bank account, and record the payment transactions and corresponding disbursements to the appropriate account(s)

For more information go to: <http://www.psc.gov/directory/financial.html#Payment>

PSC HR Ongoing

Description:

This PSC assessment covers two Human Resource (HR) service areas, Human Resource Systems services and Payroll Services:

Human Resource (HR) Systems - Managing state-of-the-art HR, Time and Attendance, and Payroll systems and interfaces, the Enterprise Applications Division (EAD) delivers the highest level of customer service to HHS civilian employees and Commissioned Corps Officers. EAD works closely with HHS and other Federal Agencies to develop, deliver, and support the best possible HR systems that use the latest available technology and maximize efficiency.

Services offered include:

- Capital HR, a leading-edge HR/benefits/payroll system based on a recently upgraded version of PeopleSoft Human Capital Management
- Application support for Federal civilian and Commissioned Corps HR systems
- HR data warehouse system utilizing state-of-the-art PeopleSoft technology
- HR reporting integrated with the HR data warehousing
- Help Desk assistance for HR, benefits, time and attendance, and Commissioned Corps systems
- Payroll interfaces between the Capital HR and Defense Finance and Accounting Service payroll systems

Payroll Services - Ensuring employees are paid accurately and on time is essential to overall staff satisfaction and to the success of an organization. The Payroll Services Division (PSD) offers centralized and affordable payroll liaison and advocacy services with a focus on customer needs and exceptional service. When customers let PSD handle their pay issues, they can concentrate on their work and be more productive. As liaison, PSD manages all aspects of payroll customer services between the Defense Finance and Accounting Service (DFAS) and customer Agencies on all pay-related issues. These issues include pay policy, employee pay records, and supporting systems.

Services offered include:

- Oversight of payroll service requests from Agencies and Human Resource Centers
- Oversight of the biweekly time and attendance process
- Coordination of Agencies' payroll activities with DFAS
- Provision of direction, technical assistance, and standard operating procedures for payroll liaisons and others who input data or use output from personnel and payroll systems
- Diagnosis of problems and devising of solutions to systemic problems and inefficiencies related to payroll payments of Agency employees
- Provision of information and resolution of audit-related issues and findings
- Monitoring of DFAS performance against the Service Level Agreement

For more information go to: <http://www.psc.gov/directory/humanresource.html#Human>

For more information go to: <http://www.psc.gov/directory/humanresource.html#Payroll>

Workman Comp/Unempl Comp

Description:

Workman Compensation:

- This tap is for benefits paid for injury or death of Federal employees. The PSC coordinates the collection of the funds from the various HHS OPDIVs to reimburse the Department of Labor for the benefits that are paid out.

Unemployment Compensation:

- This tap is for NIH employees who are receiving unemployment compensation. The PSC Human Resource Services coordinates the collection of the funds from the various HHS OPDIVs to reimburse the Department of Labor for the benefits that are paid out to the employees.

ORF

Description:

The NIH Office of Research Facilities, Development and Operations (ORF) supports the NIH mission by providing, maintaining, and operating safe, healthy, and attractive facilities. ORF operates as a "Central Service" and reports directly to the Office of Management in the Office of the Director. ORF also manages the NIH Building and Facilities Appropriation, which is used to pay the cost of design, development, construction, repair, and improvement of capital facilities and related infrastructure. The ORF:

- Conducts NIH Master and Space Planning
- Manages NIH Capital Construction
- Renovates NIH Space
- Operates and Maintains Buildings
- Builds and Services Utilities
- Maintains the NIH Environment and Recycles NIH Waste
- Provides Acquisition Services for NIH Construction

For more information go to: (<http://orf.od.nih.gov/>)

Hazardous Waste

Description:

The Waste and Resource Recovery Branch is responsible for the supervision, management, and conduct of the waste management program at NIH, providing professional and technical support in the collection, transport, treatment, recycling and disposal of the hazardous and non-hazardous chemical, medical pathological, general and solid and mixed wastes as required by The [National Environmental Policy Act of 1969 \(NEPA\)](#).

For more information go to: <http://orf.od.nih.gov/Environmental+Protection/Waste+Disposal/>

ORF Base Rent

Description:

The Office of Research Facilities (ORF) is responsible for all aspects of acquiring, constructing, renovating, operating and maintaining all NIH real property, owned and leased. This responsibility encompasses facilities in Bethesda and other locations in the Washington Metropolitan area, as well as other locations in Maryland, North Carolina, and Montana. In addition, NIH has space in buildings in Arizona, Louisiana, and Massachusetts.

The ORF Base Rent assessment covers these services for NIH Owned and Administrative leased property and covers three basic areas:

- NIH Owned & Administrative Leased space
- Direct Charge Space - This is for NIH owned space.
- Direct Pay Leases - Direct pay lease is all leases not administrative. It includes rent, utilities and parking

For more information go to: <http://orf.od.nih.gov/>

ORF Base Rent Subsidy

Description:

The items included in the Rent Subsidy are the Base Rent and Tenant Improvement Allowance for space that is common to all of NIH. It includes the:

- Clinical Center
- Children's Inn
- NIH Family Lodge
- NIH Foundation
- Howard Hughes Medical Institute (HHMI)
- Foundation for the Advancement of Education in the Sciences (FAES).
- Also included is the vacant space in Bldg. 10.

Tenant Improvement Allowance

Description:

When commercial leases are negotiated, it is customary for the landlord (or "Lessor") to provide the future occupant (or "Tenant") a monetary credit toward the cost of building out the space according to the tenant's requirements in terms of partitions, carpet, lighting, electrical circuiting, etc.

Many, but not all, of the NIH leases include these Tenant Improvement Allowance (TIA) loans. The Lessor recovers the costs of the TIA loan by rolling it into the monthly rent bill in an amortized fashion across the life of the loan. In order to more equitably assign the cost of TIA to those ICs that benefited from the built-out space, TIA is separated from Base Rent and billed to the IC whose space was originally constructed or "initially built out" using the TIA.

NIH Director's Lease Reserve

Description:

The Director's Lease Reserve is unoccupied space that can be given to an IC at any time at the discretion of the NIH Director. While the space is unoccupied the cost is considered shared by NIH until it has been assigned.

For more information go to:

<http://orf.od.nih.gov/Planning+and+Space+Management/Requests+for+Space/>

ORS

Description:

The Office of Research Services (ORS) plans and directs service programs for public safety and security operations, scientific and regulatory support programs, and a wide variety of other program and employee services. The ORS advises the NIH Deputy Director for Management and other NIH senior staff on the management and delivery of technical and administrative services in support of the NIH research mission.

The ORS Service & Supply Fund Assessment provides the following services:

- Transhare
- Occupational Health & Safety
- Library Services
- Veterinary Resources
- Radiation Safety Services
- Interpreting Services
- HDPS-12
- Conference Services
- International Services
- ORS Facility Use services
- ORS Facility Use Subsidy services
- Guard Services

For more information go to: <http://www.ors.od.nih.gov/index.htm>

Transhare

Description:

The ORS managed NIH Transhare Program is a transportation incentive program for NIH employees. The program has expanded extensively over the last several years to include a wider variety of alternative transportation modes such as vanpools, Metrorail, MARC Trains and public buses. On April 21, 2000, the President signed Executive Order Number 13150 entitled Federal Workforce Transportation requiring Federal agencies within the National Capital Region (NCR) to provide commuting subsidies to all qualified Federal employees. This expansion of benefits removed the ceiling of participation and offers qualified employees the option to receive assistance with employee out-of-pocket commuting costs incurred through the use of mass transportation and vanpools, not to exceed the maximum monthly level allowed by law (26 U.S.C. 132). NIH Transhare Program participants will receive Metro checks that will not exceed the authorized amount.

For more information go to: <http://dtts.ors.od.nih.gov/transhare.htm>

Occupational Safety & Health

Description:

The ORS, Division of Occupational Health and Safety (DOSH), provides executive leadership in the development, promulgation and implementation of occupational safety and health policies, standards, and procedures applicable to the NIH.

DOSH provides:

- Workspace Safety
- Biological and Chemical Safety
- Occupational Medical Safety
- Community Health Services
- Training in the area of Biosafety and Biocontaminant
-

For more information go to: <http://dohs.ors.od.nih.gov/>

Library Services

Description:

The ORS managed NIH Library is a biomedical research library whose collections and services are developed to support the programs of the National Institutes of Health and selected U.S. Department of Health and Human Services (HHS) agencies to help you efficiently acquire and manage the information you need. Optimize your research efforts with

thorough searches, accurate translations, automatic updates, timely electronic and printed document delivery, and expert resources assistance.

Library services include, but are not limited to:

- An on-hand collection of medical journals and books.
- Access to online journals, online books, and most research databases
- Library Reading room
- Library reference support
- Translation services
- Document Coping services
- Manuscript Submission services

For more information go to: <http://nihlibrary.nih.gov/>

Veterinary Resources

Description:

The ORS Division of Veterinary Services (DVR) is a large full service centralized animal care program to include holding, care, research, procurement and transportation.

DVR provides professional and technical services to NIH intramural scientists who utilize animals in their research protocols. In addition, DVR professional staff provide consultative and collaborative assistance to scientific investigators by identifying appropriate animal models; providing embryo cryopreservation resources; evaluating nutritional needs; and assessing caging and other environmental enrichment requirements.

For more information go to: <http://dvrnet.ors.od.nih.gov/>

Radiation Safety Services

Description:

The ORS Division of Radiation Safety is a leader in radiation protection, specializing in radiation safety, regulatory compliance, and risk management for biomedical and clinical research efforts that directly support the NIH mission and provide comprehensive services and innovative solutions to protect individuals, populations and the environment from ionizing radiation.

For more information go to: <http://drs.ors.od.nih.gov/>

Interpreting Services

Description:

The ORS Division of Amenities and Transportation Services (DATS) provides a centralized interpreting services (i.e., sign language, oral interpreting, CART) program for the NIH. These interpreting services are provided through a performance based contract which has set standards of performance for the vendor, Sign Language Associates, Inc. (SLA)

For more information go to: <http://does.ors.od.nih.gov/interpreting/index.htm>

HSPD-12

Description:

High-Tech IDs are coming to NIH. The Homeland Security Presidential Directive 12 (HSPD-12) was issued on August 12, 2007 by President George W. Bush. HSPD-12 calls for a mandatory, government-wide standard for secure and reliable forms of ID issued by the federal government to its employees and employees of federal contractors for access to federally-controlled facilities and networks.

The ORS Division of Personnel Security and Access Control's (DPSAC) Division of Personnel Security and Access Control (DPSAC) is responsible for implementing the HSPD-12 directive for NIH badge holders.

The HSPD-12 process known as personal identity verification (PIV) entails fingerprinting, photographing and checking current I-9 documents (photo ID), background investigations and issuing of new high-tech badges.

For more information go to:

http://nihrecord.od.nih.gov/newsletters/2007/05_18_2007/story2.htm

http://www.ser.ors.od.nih.gov/div_personnelAccess.htm

Conference Services

Description:

NIH Events Management provides comprehensive conference/meeting support services for NIH conference facilities on the Bethesda campus and surrounding locale. Event Management manages approximately 10,350 meetings/events in NIH conference facilities.

Services include, but limited to providing and/or arranging for:

Scheduling and coordinating
Presentation and Voice Enforcement equipment
Exhibition, stands, tents, tables, chairs, etc.
Specialized audiovisual equipment/services (such as cameras, video and audio recording, VSR's, video conferencing, etc.)
Various computer and computer projection services
Network connections
Setup and clean up

There are also supplemental services available on a fee-for-service basis (see current SSF Rate Book for details)

For more information go to: <http://dems.ors.od.nih.gov/conferenceServices.htm>

International Services

Description:

The ORS, Division of International Services (DIS) provides guidance and immigration-related services to the NIH intramural research community, and to the visiting foreign scientists. They ensure that the NIH maintains compliance with all applicable U.S. immigration laws governing and/or regulating their stay in the United States set forth by the U.S. Department of Homeland Security, the U.S. Department of State, the U.S. Department of Labor, and other government agencies pertaining to our foreign researchers, scholars, and staff.

Services include:

- initial entry into the U.S.
- travel/re-entry into the U.S.
- transfers to/from NIH
- extensions of stay
- changes of immigration status
- reinstatement of immigration status
- waiver applications of two-year foreign residence requirement
- Permanent Resident petitions for senior appointees
- accompanying dependents' issues

For more information go to: <http://dis.ors.od.nih.gov/>

ORS Facility Support

Description:

The ORS provides various facility support services to include:

Emergency planning and preparedness

Fire rescue and safety

Medical emergency services

Security services to include guard, access control and badge processing

Parking enforcement

ORS Facility Support Subsidy

Description:

The ORS Facility Use Subsidy covers all the ORF services described above to the following common NIH areas:

- Clinical Center
- Children's Inn
- NIH Family Lodge
- NIH Foundation
- Howard Hughes Medical Institute (HHMI)
- Foundation for the Advancement of Education in the Sciences (FAES).
- Also included is the vacant space in Bldg. 10.

Guard Services

Description:

This is in support of contract guard services for leased facilities. The ORS Guard Force Operations Branch of the NIH Police is responsible for providing and administering contract guard services at specific buildings both on and off campus to supplement security systems and/or law enforcement personnel. The primary function of this service is to protect all Government property and employees and visitors.

For more information go to: http://ser.ors.od.nih.gov/guard_services.htm

Medical Arts

Description:

The ORS Division of Medical Arts has been providing Medical Arts and printing services to the NIH, and with expertise ranging from multi-faceted campaigns and marketing strategies to simple handouts or PowerPoint presentations, the Design Group will take the burden away from you – leaving you free to focus on your research. They provide the following services:

Photography services offer you dedicated studios for patient and patient protocol photography, scientific and technical photography, and portraits

Medical Illustration services when dynamic images and animations tell your research story and communicate your achievements clearly, completely, and professionally

Design services from multi-faceted campaigns and marketing strategies to simple handouts or PowerPoint presentations

Electronic Media services, an escapable reality that the quality of the presentation or Web site impacts positively – or not so positively – on an audience's perception of your accomplishments.

For more information go to: http://ser.ors.od.nih.gov/guard_services.htm

Postal Services

Description:

The ORS Division of Mail Management Services (DMMS) provides official mail services for the NIH which includes mail security screening, receipt, sorting and delivery of incoming U.S. Postal Service (USPS) mail and inter-office communications to NIH offices throughout the Bethesda, Gaithersburg and Rockville areas. DMCS also prepares and dispatches NIH outgoing mail.

For more information go to: <http://dmcs.ors.od.nih.gov/>

DDM Reserve

Description:

These are reserved funds to be used at the discretion of the NIH Deputy Director for Management, responsible for NIH-wide administration and management.

SSFA Reserves

Description:

These are set-aside funds approved by the Management and Budget Work Group (MBWG) for specific projects/initiatives to be granted to the appropriate Central Services Office and Centers (CSOC) as the need is presented.